

**Berkeley County Government**  
**JOB OPENING - EXTERNAL POSTING**  
**TEMPORARY WORKER (PSTEMP)**

**DEPARTMENT:** ALL – TEMPORARY POOL POSITION

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Berkeley County maintains a pool of temporary administrative workers who perform administrative work on an as-needed/"on-call" basis either part-time or full-time. **Responsibilities may include any of the following, but are not limited to:** Schedules meetings and maintains an up-to-the-minute departmental calendar. Creates and maintains confidential databases. Drafts, edits, and distributes correspondence as instructed. Assists with customer inquiries; may have heavy customer contact. Answers incoming multi-line phone calls in a professional manner and takes detailed messages. Receives customer complaints in person and online and assures they are addressed by the proper county staff members. Prepares departmental time sheet, copies documents, sorts mail, and handles filing/records retention duties for the department. Assists with the preparation of monthly mailings. Performs any other related duties as assigned.

**QUALIFICATIONS:**

High school graduation or equivalent and one (1) year related experience. The ability to multi-task in a fast-paced office while maintaining a pleasant professional demeanor is a must.

Personal computer experience including knowledge of Word or other commonly accepted word processing application and Excel or other commonly accepted spreadsheet application.

Skilled in the operation of all basic office equipment including FAX machines.

Departmental testing may be administered during interview.

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS INFORMATION:**

Hours vary as work is never guaranteed. Candidates should be available to work Monday through Friday from 9:00 a.m. until 5:00 p.m. Scheduled hours/days, job location, duties and any other information contained herein is subject to change.

Please contact the Berkeley County Human Resources Department at 1003 Highway 52, Moncks Corner, SC 29461 (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163) or visit our website at [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) for an application.

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**Hourly Rate of Pay: \$7.25-\$8.25**  
**Depending on Qualifications**

**Date of Posting: 06/25/09**